



## **REQUEST FOR QUALIFICATIONS/PROPOSALS (RFQ/P)**

**DATE:** 10/24/24

**TYPE OF WORK:** Comprehensive Energy Efficiency and Sustainability Program

**PROJECT NAME:** Request for Qualifications (RFQ/P) for Comprehensive Energy Efficiency and Sustainability Program

### **PROJECT OVERVIEW:**

The City of Desert Hot Springs requests qualifications/proposals from qualified firms capable of designing and implementing energy conservation, energy efficiency, energy generation and other energy related capital improvement services for a Comprehensive Energy Efficiency and Sustainability Program as described in the Request for Qualifications/Proposals (RFQ/P). The City of Desert Hot Springs expects major reduction in annual utility costs through the implementation of these services. The City intends to select the most qualified provider for the development, implementation and monitoring of an energy efficiency program. Upon award, the City will enter into a professional services agreement with the most qualified provider for an Investment Grade Audit (IGA), at no cost to the City. Prior to the City entering into a contractual agreement for project implementation, an agreed upon scope of work and project pricing will be prepared for City Council approval at a regularly scheduled Public Hearing.

The City intends to implement a design-build program consistent with the provisions of California Government Code sections 4217.10-4217.18 that will provide sustained efficiencies and cost savings for the City's operating budget.

The City, at its sole discretion, may select the awarded respondent for subsequent phases of work. The City, at its sole discretion, also reserves the right to reject any or all bidders.

### **PROPOSAL SUBMISSION**

# CITY OF



# DESERT HOT SPRINGS

**PUBLIC WORKS  
ENGINEERING & OPERATIONS**

11-999 Palm Drive • Desert Hot Springs • CA • 92240  
(760) 329-6411 • [www.cityofdhs.org](http://www.cityofdhs.org)

Proposals are required to be submitted in paper format and electronic format. Please provide the original proposal and two (2) additional printed copies and one (1) electronic version on a USB-drive. **Proposals will be accepted at the office of the City Clerk, located at 11999 Palm Drive, Desert Hot Springs CA 92240 until 4:00 p.m. on November 25, 2024.** Late proposals will not be accepted and will be returned, unopened, to the applicant. Sealed proposals should be submitted to:

**City of Desert Hot Springs  
Attn: City Clerk  
11999 Palm Drive  
Desert Hot Springs CA 92240**

**All proposals must be clearly identified on the outside of the envelope:  
"Comprehensive Energy Efficiency and Sustainability Program"  
Attention Jerry Soriano, City Clerk**

## **PROPOSAL SUBMISSION INSTRUCTIONS**

All proposals must be properly signed by an authorized representative of the company with the legal capacity to bind the company to the contractual agreement. In addition, the Proposer's authorized signature of the proposal assures the company's understanding of the intent to enter into a contract for Comprehensive Energy Efficiency and Sustainability Program with the City of Desert Hot Springs. The cost of developing the proposal is the sole responsibility of the Proposer. All submitted proposals become the property of the City of Desert Hot Springs.

## **TIMELINE**

The following is the City's tentative schedule for the RFQ process. All times in Pacific Standard Time (PST).

1. Request for Qualifications Released: October 24, 2024
2. Last day to submit questions: November 13, 2024 5:00PM
3. **Deadline for Submitting Proposals: November 25, 2024 4:00PM**
4. Anticipated Award of Agreement: January 2025

## **BUDGET**



The Budget is subject to the selection of projects that could qualify for grant programs and other funding opportunities presented by the awarded proposer to the City.

## **CONTRACT TERM**

The Contract term for monitoring and maintenance will be subject to the projects selected and those terms, if necessary, will be included in the subsequent contractual agreement.

## **CONSULTANT'S REQUIREMENTS:**

For all work at various workplace locations throughout the City of Desert Hot Springs, the successful Consultant must adhere to the following:

- A. Consultant and/or sub-Consultants (upon City approval) must possess the proper license issued by the State of California for each craft needed to execute the contract.
- B. Provide to the City a certificate of liability insurance form listing "the City of Desert Hot Springs" as additional insured and proof of Workers' Compensation Insurance for his/her employees as required by the proposed Agreement.
- C. Pay his/her employees the general prevailing rate of wages for each craft or type of workman or mechanic needed to execute the contract as required by the proposed Agreement.

## **REQUIRED PROPOSAL DOCUMENTS**

Firms wishing to have their proposals considered for these services shall submit the following attachments as a minimum:

- A. Organization/Company Profile
- B. Description of Services Provided by the Company
- C. Completed list of three (3) references
- D. List of similar completed projects with other municipalities showing scope of work and details of energy savings
- E. Photocopies of Company's licenses and/or certifications
- F. Evidence of insurability

## **ORGANIZATION/COMPANY PROFILE**



This section of the proposal is designed to establish the Proposer as an entity with the ability and experience to provide the services as specified in this RFQ/P. The Organization/Company Profile should be concise and clear, and include descriptive information regarding service delivery. The following information must be provided as follows:

A. Business name and legal business status (i.e., partnership, corporation, etc.);

B. Proof of non-profit status, if applicable;

C. Company overview of services or activities performed, include:

1. The history of the Proposer's firm- includes a brief history of the firm.
2. The number of years in business under the present business name, as well as prior business names and the number of years' experience providing the proposed, equivalent, or related services.
3. Company hierarchy (President, Vice President, Company Officers, etc.) and organizational chart. Provide a description of the organization and a work plan that identifies the personnel to be assigned to each task. The organizational chart should clearly identify who will be the project manager for the term of this contract. Include resumes of key personnel and indicate the office location from which the work under this contract will be performed.
4. Company size – number of staff and proposed number of staff to provide services.
5. Location of the office from which the work under this contract will be provided and the staff allocation at that office.
6. Provide a minimum of three past projects where your firm provided services similar to the scope of work outlined in this RFP. Please include the general scope, contract amounts, term of contract, and the approach taken by your firm to meet the deliverables of the contract. Please identify the energy savings achieved and identify which of your staff members worked on each project.



D. Whether the Proposer holds controlling or financial interests in any other organization, or is owned or controlled by any other person or organization, if none that must be stated.

## **DESCRIPTION OF SERVICES**

All proposals must include a detailed description of the services to be rendered, including but not limited to the following:

A. A written general understanding to the requirements in the scope of services as detailed in the RFQ:

1. Provide a work plan or description of how the work will be performed.
2. Give precise detail on your work reporting mechanisms. Include:
  - i. A complete description of how the interaction between the Proposers' company and the City will take place to ensure that the services are performed to the City's satisfaction, including resolving problems that may be encountered during the performance of work.
  - ii. Indicate which of the services the Proposer has the capacity to provide, either with in-house staff, or with a sub-Consultant named in the proposal.

## **GENERAL TERMS AND CONDITIONS**

A. All Proposers must be properly licensed and/or registered in the State of California for the services performed. If a Service Item is being performed which requires a unique license or registration, only the person(s) who maintains that unique license or registration may perform that Service Item.

B. The City will require a Business License within ten (10) days of award of the contract.

C. The amount of work may vary under this invitation.

D. Consultant shall be knowledgeable and comply with all federal, state, and local laws, rules, and regulations and ordinances that may be applicable to the operation of equipment provided by Consultant.

E. Proposer, whether general Consultant, prime Consultant, joint venture Consultant, or sub-Consultant, shall provide documented evidence of having completed projects of a similar nature to the project being proposed. Proposer



will be required to submit references of previous projects for which the City will verify.

F. The Consultant and their personnel are required to adhere to all Federal, State, and local laws that apply to the provisions of the services under this Contract, as well as those laws that regulate the general public.

## **SCOPE OF WORK/SPECIFICATIONS**

The City of Desert Hot Springs is interested in the identification, engineering, design, installation, training, maintenance, and financing of approved energy projects for all City Facilities and Infrastructure from a qualified provider.

Upon selection, the provider shall perform an Investment Grade Energy Audit (IGA) of the specified facilities, at no cost to the City. The IGA should include the following:

- Operating hours analysis
- Inventory of all energy consuming equipment
- Energy rates and costs figures for all utilities
- Analysis of at least one year of historical utility billing data
- Identification of the major energy consuming equipment and processes in the building
- Analysis of opportunities for energy efficiency measures and their potential savings and payback periods.
- Identification of suitable retrofits and technology for these measures

The selected respondent will be required to perform detailed site walks at all of the identified facilities to evaluate facility infrastructure improvements as part of the Comprehensive Energy Efficiency and Sustainability Program for the City. Specifically the awarded respondents will evaluate and propose applicable Energy Conservation Measures including but not limited to:

- Heating and ventilation and air conditioning (HVAC) system optimization, retrofit, upgrade or replacement
- Interior and exterior lighting retrofit or replacement
- Solar installations and battery energy storage
- Water conservation to include irrigation controls and sanitary restroom upgrades
- Building Automation System (BAS) installation, upgrade, or expansion leveraging existing technology



- Building envelope upgrades to include insulation and Low-E glass
- Emergency back-up generators
- EV Charging stations
- Aquatic Center Energy Solutions
- Pool Equipment and Operation Energy Solutions
- Park Lighting and Energy Solutions
- Other infrastructure improvements
- Other training, remote monitoring services, and on-going support and maintenance services that will ensure objectives of the program are met over the term of the agreement

Upon completion of the Audit and site walk evaluations the selected respondent will work with the City to identify a scope of projects prioritized by a cost to benefit analysis. Once there is an agreed upon scope of work the City will enter into a contractual agreement for project implementation which will include the preparation of plans, specifications, probable construction costs, energy savings calculations, technical memorandums, and other design related documents sufficient to contractually implement savings and improvements as identified in the Energy Audit. The project plans will describe the work and associated switch over and sequencing to maintain operation during construction, when possible. The project documents shall also describe the maintenance requirements necessary to ensure continued energy savings and provide incentive, rebate, grant and other financing information for each measure identified that maybe available to the City.

For projects accepted by the City, the selected respondent will perform the construction and procure the equipment and materials as designed to provide a complete system. In addition, the selected respondent will provide construction support services, including as necessary for meetings, design clarification, inspection of installation and quality of installation, review of change orders, and drafting for as-built record drawings.

Upon completion of construction of each project the selected respondent shall initiate a measurement and verification process to determine if the energy savings were achieved.

## **GENERAL INFORMATION:**





- a. The City of Desert Hot Springs reserves the right, at any point during this RFQ/RFP process, to accept or reject any or all proposals received as a result of this RFQ/RFP.
- b. All costs incurred by consultants in the preparation and submission of their proposals shall be the responsibility of the contractor and will not be reimbursed by the City.
- c. The City of Desert Hot Springs may request additional information or clarifications from any or all firms during the evaluation period.
- d. The selected consultant will be required to enter into a formal agreement with the City of Desert Hot Springs, outlining the terms and conditions of the project. See attached sample
- e. The consultant shall be responsible for obtaining any necessary permits, licenses, or approvals required to perform the work in accordance with local regulations.
- f. The City of Desert Hot Springs is committed to promoting diversity, inclusion, and equal opportunity. Minority-owned, women-owned, and disadvantaged business enterprises are encouraged to submit proposals.
- g. Any intellectual property developed or created as part of the project shall become the property of the City of Desert Hot Springs.
- h. All information provided by the City of Desert Hot Springs, including the exhibit, is for informational purposes only and may not be used for any other purpose without written permission.
- i. Any changes or amendments to the RFQ/RFP will be published via an Addendum(s).
- j. The City of Desert Hot Springs shall not be liable for any costs or damages incurred by contractors in connection with the preparation or submission of proposals.
- k. By submitting a proposal, the contractor acknowledges and agrees to the terms and conditions outlined in this RFQ/RFP.
- l. The City of Desert Hot Springs may, at its discretion, cancel or reissue this RFQ/RFP at any time without incurring any liability to the firms.

## **LIST OF ATTACHMENTS**

The list of all City Facilities that will be part of the Comprehensive Energy Efficiency and Sustainability Program are attached as an exhibit, this list may be modified by the City after awarding the contract.





## **EVALUATION CRITERIA**

The City will evaluate qualifications based on the scoring criteria below. The City shall be the sole judge of the qualifications and services to be offered, and its decision shall be final. Discussions may be conducted with respondents who submit qualifications determined to be reasonably acceptable of being selected for the award:

### Scoring Criteria

- **Background:** i.e. qualifications, experience, resources, financial solvency.
- **Project Team & Management Structure:** i.e. amount of work self-performed, strength of proposed team, trainers, and management structure.
- **Project History & References:** i.e. relevant past project experience.
- **Project Approach:** i.e. approach to completing study, project management, training, etc.
- **Funding Sources:** i.e. funding experience & unique funding sources.
- **Additional Benefits & Added Value:** i.e. additional benefits resulting from implementation and respondent's added value elements.
- **Savings:** i.e. savings approach and track record.
- **Response:** responsiveness and compliance with proposal requirements.

### **Point of Contact:**

All communications regarding this RFQ/P should be directed to the following point of contact:

**Name:** Lynne Paul

**Title:** Public Works Management Analyst

**Email:** [lpaul@cityofdhs.org](mailto:lpaul@cityofdhs.org)

**Phone:** (760)329-6411 ext. 225

If you have any questions, please feel free to contact me at (760)329-6411 ext. 225, or via email at [lpaul@cityofdhs.org](mailto:lpaul@cityofdhs.org).

Sincerely,  
Daniel Porras  
Assistant City Manager